



Short Calendar and the Marking Process

Questions? Contact:
E-Services Support
(866) 765- 4452 or
Eservices@jud.ct.gov

What is a short calendar?

The short calendar is a list of cases with motions or pleadings that require action by a judge. The motions or pleadings are usually filed by you or by another party.

How do I know my case is on the short calendar if I am representing myself?

In order to get any notices from the court or copies of documents filed by other parties in your case, you should file an Appearance. After you file an appearance, the court will send you a notice in the mail if your case is on the short calendar. The court sends the notice out at least a week before the calendar date.

The notice tells you that a motion or pleading in your case is on the short calendar on the court date shown on the notice. The notice also gives you the telephone number to call, explains when to call, and lists the things you must say when you call.

How do I file an appearance in my case?

An appearance is an official court form ([JD-CL-12](#)) that you file with the court clerk. The appearance tells the court that you are representing yourself in a lawsuit. (Attorneys file an appearance for you if they represent you.) You can get the form to file your own appearance at any Superior Court clerk's office, Court Service Center or on the Judicial Branch website. Once you fill out the form, you can mail or fax it to the court. You do not have to go to the court in person to file an Appearance.

What do I have to do when I get a notice about a motion or pleading on the short calendar?

If the motion or pleading is one that you filed, and you are representing yourself, you have to let the court know whether you want the court to decide it by marking it. You have to choose one of the following marking options.

1. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online or it is a family motion or pleading that is not related to discovery or deposition, and you want to come to court and present your claims about it to a judge, mark the motion or pleading **Ready**.
2. The court requires argument on some motions on Calendar 02 only even though they are listed as **NA** (non-arguable): Motion to open and modify judgment; Motion to open and vacate judgment; Motion to open judgment; Motion to open judgment and extend the law day; and Motion to open judgment and extend the sale date. To argue these motions on the calendar day, you must mark them **Ready**.
3. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online, and you do not want to come to court but you want the court to decide it, you must mark your motion or pleading **Take Papers**.
4. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable) and you want the court to decide it, you must mark it **Take Papers**. The court will decide the motion or pleading by reviewing the documents in the file that concern the motion.
5. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable), you can ask the court for permission to come to court on a later date to present your claims to a judge by marking the motion or pleading **Take Papers** and filing a **Request for Argument Non-Arguable Civil Short Calendar Matter** ([JD-CV-128](#)). If the court agrees to hear your argument, the clerk will send you another notice

about a date to come to court. Do not come to court on the date listed on the notice that you received about the short calendar.

5. If your motion is a **family discovery or deposition motion**, it is considered non-arguable, and you must mark the motion **Ready** if you want the court to rule on it without a hearing.
6. If you have marked your motion or pleading **Ready** or **Take Papers**, and you do not want the court to decide it on the court date that is listed on the notice you received or on the calendar notice online, you must mark your matter **Off**.

Note: If a request for argument has been granted on a non-arguable civil motion or the Court has granted or required argument on any other civil matter, you cannot mark it **Take Papers** when it appears on a calendar.

How do I mark a motion or pleading if I am an attorney?

If you have no exclusion, you must mark matters electronically through E-Services. The other side of this card has information on electronic markings.

How do I mark a motion or pleading if I am a self-represented party or an excluded attorney?

You must call the court during the marking period shown on the notice you received or on the calendar online. The notice that was sent to you and the online calendar will have the telephone number for the marking line. You **cannot** fax or email markings to the court, and self-represented parties cannot mark motions or pleadings electronically.

The notice and the online calendar also explain when you must make the call to the marking number. For example, if your case is a civil case, the time when you must call and mark your motion or pleading is between 9:00 a.m. on Tuesday and 4:00 p.m. Thursday, unless there is a state holiday during the marking week. If a state holiday is during the week, the marking period will usually be shorter. Check the notice that was sent to you and the notice on the calendar online for more information.

What do I have to tell the court when I call?

When you call the court, you must give the court your name and the following information from the notice that was sent to you by the court:

1. The calendar number (found at the top of the notice)
2. The position number of the case (found below the name of the case on the notice)
3. The name and docket number of the case
4. The entry number and the title of your motion or pleading
5. You must then tell the court the marking: **Ready**, **Take Papers** or **Off**. The marking tells the court what you want it to do with your motion or pleading. **Note:** In a family matter, the marking options are **Ready** or **Off**. A **Take Papers** marking is not allowed in family matters.
6. You must tell the court that you are telling the other parties about the marking.

You must **tell the attorneys and other self-represented parties in the case** by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email how you marked your motion or pleading. If other parties mark their motions or pleadings, they must tell you.

Do I have to come to court on the calendar date?

You have to come to court on the court date for motions listed as **ARG** (arguable) if you or another party marked the motion or pleading **Ready**. You do not have to come to court if the motion or pleading has been marked **Off** or **Take Papers**.

In civil matters, you have to come to court if the motion is an application for exemption, motion for modification of execution, motion for examination of judgment debtor, motion for approval of report of an attorney trial referee or fact-finder, or an objection to one of these motions, even if the motion or pleading has not been marked **Ready**.

In civil matters you should not come to court for motions or pleadings listed as N/A (non-arguable) that are marked **Take Papers**.

In family matters you should not come to court for non-arguable family discovery or deposition motions that are marked **Ready**. All other family matters are considered arguable, and if you want to be heard on the matter, you must come to court on the calendar date.

How do I mark a short calendar matter electronically?

At this time, self-represented parties and attorneys with an exclusion from electronic services requirements can only mark matters using the telephone marking line. This process is described in detail on the first side of this card. Self-represented parties will be able to mark short calendar matters electronically in the future.

To mark matters electronically, attorneys must do the following:

- Log in to E-Services from the Judicial Branch website at: <https://eservices.jud.ct.gov/login.aspx>
 - Select **Short Calendar Markings Entry** from the E-Services menu
 - Select the **Location** and **Court Type**
- Note:** You can select all locations and court types (civil or family) or you can select a specific location and court type.
- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
 - Click **Search**

Note: Motions or pleadings display separately so if a case has more than one motion or pleading, the caption and docket number will appear more than once in the list.

- Each motion or pleading must be marked separately. For civil matters, select **Ready**, **Take Papers** or **Off**. For family matters, the marking options are **Ready** and **Off** only)
- Check the certification box
- Enter the name and telephone number of the person submitting the markings
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*

Note: You must tell the attorneys and other self-represented parties in the case by telephone, fax or, if other attorneys or self-represented parties have agreed in writing, by email how you marked your motion or pleading. If other parties mark their motions or pleadings, they must tell you.

Can I see a copy of the short calendar online?

The short calendars are posted on the Judicial Branch website. To see the short calendars, go to the following link: <http://civilinguery.jud.ct.gov/ShortCalMenu.aspx>. Choose the court location where your case is filed and the date of the calendar you want to see.

Note: Under the federal Violence Against Women Act of 2005, cases for relief from physical abuse, foreign protective orders, and motions that would be likely to publicly reveal the identity or location of a protected party may not be displayed and may be available only at the courts.

What happens if the calendar is canceled or I miss the deadline for marking my motion or pleading?

If a calendar is canceled due to unexpected events or you missed the deadline for marking your motion or pleading, you may reclaim your motions by filing a reclaim, JD-CL-6. If the matter needs immediate action by the court, you may apply for permission to schedule an earlier hearing date with the court.

Note: all citations must be re-issued unless the court orders otherwise.

If I make a mistake when marking a motion or pleading, or change my mind after the marking, how do I change the marking?

If you marked the motion or pleading by calling the telephone marking line and the marking period is still open, call the telephone marking line again to make any changes to the marking you have entered.

If you marked the motion or pleading electronically through E-Services and the marking period is still open, you can log in to E-Services, select **Short Calendar Markings Entry** from the menu, and make any changes to the marking you have entered.

You must tell attorneys and other self-represented parties by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email about any changes you make.

Where can I find more information about short calendars and the markings process?

Additional information about the civil and family short calendars, the markings process, and the marking periods is available on the Judicial Branch web site at the following link: <http://www.jud.ct.gov/external/super/StandOrders>.

Where can I find the forms to use to request argument on a non-arguable motion or pleading or to reclaim a motion or pleading?

You can get forms at any Superior Court clerk's office, Court Service Centers or on the Judicial Branch website at the following link: <http://www.jud.ct.gov/webforms/>

Who do I contact if I have questions about electronic markings?

For questions about electronic short calendar markings, contact E-Services by email at eservices@jud.ct.gov or by telephone, at the E-Services Support Line (866) 765-4452.